

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: OFFICE SPECIALIST II - Environmental Health

Posting# 6614-0614md

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents: Supplemental Questionnaire**
- **A typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 18; \$1,102.00 bi-weekly (plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: June 11, 2014

CLOSING DATE: June 25, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs a variety of clerical duties as needed to expedite day-to-day operations associated with speciality environmental health programs including HAZMAT, air quality, bioterrorism, waste water, food handling/preparation, swimming pools, schools, and body art establishments.

DUTIES INCLUDE:

Receives, screens, and directs incoming phone calls; assists customers by providing information and directing them in correct processes; provides initial response to questions, complaints, or problems following established guidelines.

Performs various cashiering duties; prepares and issues certificates or receipts for funds collected; performs daily balance of deposits for fees collected against receipts, runs tapes on checks and cash.

Types letters, statements, narrative, and statistical reports, minutes, agendas, and other documents as required; prepares correspondence and recurring reports for signature.

Processes, sorts, and distributes incoming and outgoing mail and reports.

Updates data records including business changes and inspections; establishes and maintains a variety of files; monitors progress and completion of actions.

May be required to be cross-trained with the functions of Vital Records and Immunizations clerical duties.

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets. Using various software programs unique to the Health Department and/or the Environmental Health Division.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task. Understand broad objectives and follow general instructions.

REQUIREMENTS FOR EMPLOYMENT:

High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Applicant must possess a current valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

